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CONTENTS

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CONTENTS

25X1A

The annotations below are solely for the convenience of the [redacted] in his periodic review of [redacted]. For details regarding conduct, consult the pertinent paragraphs of this handbook.)

EMPLOYEE RESPONSIBILITY--Employees are expected to conduct themselves on and off the job in a manner that reflects credit to themselves and the Agency. They are responsible for knowing the rules of conduct and for following them. They also are accountable for the conduct of their dependents.

ON-THE-JOB CONDUCT--Employees are expected to be punctual, account for absences, give full, efficient, and courteous service, and to observe security standards and the "need to know" principle. They must avoid such prohibited activities as gambling, drinking, canvassing, peddling, defamation of character, fraud, and physical violence, and they must use Agency supplies, property, and funds properly.

OFF-THE-JOB CONDUCT--Employees are expected to observe acceptable standards of conduct, live within their means, and pay debts. Disciplinary action for misconduct may be taken whether or not an employee is arrested, indicted, or convicted.

POLITICAL ACTIVITY--The Hatch Act establishes prohibitions against such political activities as running for national or state office or asking others to do so, campaigning, transporting voters to polls, distributing campaign material, marching in parades, soliciting or receiving contributions, or making a contribution in a Federal building or to another Federal employee.

ENGAGING IN RIOTS OR CIVIL DISORDERS--Employees are not to organize, promote, encourage, participate in, or assist another in promoting a riot or civil disorder. Suspension pending investigation may result from such activity. Conviction will bar Federal employment for five years.

12 July 1971

iii

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